



DEPARTMENT OF DEFENSE

**ARMED SERVICES
COMMISSARY
REGULATIONS
(ASCR)**

APRIL 1987

Administrative Reissuance Incorporating
Through Change 3, August 3, 1990

**ASSISTANT SECRETARY OF DEFENSE
(FORCE MANAGEMENT AND PERSONNEL)**

DoD 1330.17-R



FORCE MANAGEMENT
AND PERSONNEL

ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-4000

April 1987

FOREWORD

This Regulation is issued under the authority of DoD Directive 1330.17, "Military Commissaries." Its purpose is to establish uniform policies relating to the operation of the Defense commissary system and to define those who are authorized to use this benefit. Simply, the Congress has authorized the Department of Defense to operate military commissaries as an integral element of the military pay and benefits package. The intent of the commissary system is to provide an income benefit through savings or discount purchases on food and household items necessary to subsist and maintain the household of the military member and family for the inclusive period of compensated duty/service. Therefore, the primary consideration in authorizing commissary privileges is the compensation status of the sponsor military member. Based upon this stated intent, the military commissary system is considered an essential and appropriated funded activity.

This regulation implements existing statutes and Defense policy concerning the funding strategy for commissaries. As prescribed by statute, most commissary overhead costs will be funded with appropriated funds. Therefore, commissary goods will be sold at cost plus a standard surcharge. The surcharge will be used to fund prescribed overhead cost in order to offset the need for additional appropriated funds. Because the commissary is an element of the military pay and benefits system, it is necessary that the military commissaries operated by each of the Military Services offer a relatively uniform and stable rate of savings and comparable levels of service. Based upon current considerations, it is desired that funding requests be targeted to maintain a 25% average savings on purchase in the military commissary system as compared to private sector supermarkets.

This Regulation applies to the Office of the Secretary of Defense (OSD) and the Department of the Army, Navy, and Air Force, hereafter referred to collectively as "Military Departments."

This Regulation is effective immediately and is mandatory for use by all Military Departments. The Military Departments may issue supplementary instructions when necessary to provide more detailed operating instructions. One copy of supplementary instructions shall be forwarded to Office of the Assistant Secretary of Defense (Force Management and Personnel) (Military Manpower and Personnel Policy) OASD(FM&P)(MM&PP).

Forward recommended changes to the Regulation through channels to:

Office of the Assistant Secretary of Defense
(Force Management and Personnel)
Washington, D.C. 20301-4000

Military Departments may obtain copies of this Regulation through their own publication channels. Other Federal agencies and the public may obtain copies from the U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161.

A handwritten signature in black ink, appearing to read "Chapman B. Cox". The signature is written in a cursive, somewhat stylized font.

Chapman B. Cox
Assistant Secretary of Defense
(Force Management and Personnel)

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REFERENCES

- (a) Public Law 97-252, "Department of Defense Authorization Act, 1983 (Uniformed Services Former Spouse's Protection Act)," September 8, 1982
- (b) The DoD Military Pay and Allowances Entitlements Manual
- (c) Sections 754a, 868a of title 33, United States Code
- (d) Section 204 of title 37, United States Code
- (e) Public Law 99-145, "Department of Defense Authorization Act, 1986," Section 1460, November 8, 1985
- (f) Chapters 67, 147, 367, 571, 867, and Sections 2685, 4621, 7603, and 9621 of title 10, United States Code
- (g) DoD Directive 4000.19, "Inter-Service, Inter-Department, and Inter-Agency Support," October 14, 1980
- (h) Chapters I and II of title 38, United States Code
- (i) [DoD Instruction 1000.13](#), "Identification Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals," June 6, 1984
- (j) Public Law 99-661, "National Defense Authorization Act of 1987," Section 313, November 14, 1986
- (k) [DoD Directive 1215.6](#), "Uniformed Reserve, Training, and Retirement Categories," September 22, 1987

C1. CHAPTER 1

GENERAL PROVISIONS

C1.1. INTRODUCTION

C1.1.1. Purpose. Armed Services Commissary Regulations (ASCR) establish uniform policies relating to operating Army, Navy, Air Force, and Marine Corps commissaries. Supplementary rules, regulations, and directives of the Military Departments, not in conflict with these regulations or their amendments, shall remain in effect and be enforced. These Regulations are not intended to cover detailed procedures or instructions of the respective Military Departments.

C1.1.2. Numbering. The numbering system of this Regulation is designed to permit insertion of additional sections, paragraphs, and pages within the appropriate chapter and section when revisions are issued.

C1.1.3. Citation Of Regulations. "The Armed Services Commissary Regulations," and any paragraph may be cited as "ASCR" followed by the paragraph number; thus, this paragraph would be cited as ASCR C1.1.3.

C1.1.4. Deviations From ASCRs. Deviations from the requirements of ASCRs shall be made only in cases of emergency, and such deviations shall be effective only until the emergency ends or until a proposed amendment can be submitted to the Assistant Secretary of Defense Force Management and Personnel (ASD(FM&P)) for consideration. A report of any deviation shall be furnished to the ASD(FM&P) and to the Military Department concerned.

C1.2. DEFINITION OF TERMS

C1.2.1. Military Departments. The Department of the Army, the Department of the Navy, and the Department of the Air Force.

C1.2.2. Military Services. The U.S. Army, the U.S. Navy, the U.S. Air Force, the U.S. Marine Corps, and the U.S. Coast Guard.

C1.2.3. Uniformed Services. Unless otherwise specified, the Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, the commissioned officers of the Public Health Service, and the commissioned officers, ship's officers, and members of the crews of vessels of the National Oceanic and Atmospheric Administration (NOAA).

C1.2.4. Uniformed Personnel. Members of the Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, the commissioned officers, ship's officers, members of the crews of vessels of the NOAA, the commissioned officers of the Public Health Service, and the members of the Reserve components, as defined in paragraphs C1.2.5. and C1.2.13., below, on extended active duty or on active duty for training.

C1.2.5. Reserve Components. The Army National Guard and Air National Guard of the United States, the Army Reserve, the Naval Reserve, the Air Force Reserve, the Marine Corps Reserve, and the Coast Guard Reserve.

C1.2.6. Dependent. Any of the following:

C1.2.6.1. A lawful spouse. This includes the separated spouse of the sponsor.

C1.2.6.2. Unremarried former spouse of a member or former member, married to the member or former member for a period of at least 20 years, during which period the member or former member performed at least 20 years of service that is creditable in determining the member's or former member's eligibility for retired or retainer pay, or equivalent pay; and the dependents of such former spouse if before the divorce, the person (dependent) was living in a home provided by or for an authorized sponsor and was dependent on the sponsor for over 50 percent of his or her support Public Law (Pub. L. 97-252, references (a) and (b)).

C1.2.6.3. Children who are under 21 years old, unmarried, and who are, in fact, dependent for over half of their support from the sponsor.

C1.2.6.4. Children who are 21 years old or over, unmarried, who are, in fact, dependent for over half of their support from the sponsor, and who are either incapable of self-support because of a mental or physical incapacity, or have not passed their 23rd birthday and are enrolled in a full-time course of study at an approved institute of higher learning.

C1.2.6.5. Parents, including father, mother, father-in-law, mother-in-law, step-parents and parents by adoption who are in fact dependent for over half of their support from the sponsor.

C1.2.6.6. The DoD Military Pay and Allowances Entitlements Manual (reference (b)) shall be used to determine dependency status in questionable cases.

C1.2.7. Surviving Spouse. A widow or widower who has not remarried, or who, if remarried, has through divorce, annulment, or the death of the spouse become

unmarried. This category also includes an unremarried former spouse who was married to a member or former member for at least 20 years, during which period the member or former member performed at least 20 years of service that is creditable in determining the member or former member's eligibility for retired or retainer pay, or equivalent pay in accordance with reference (a).

C1.2.8. Orphan. The surviving child, including one who is adopted, of a deceased Uniformed Service member, retired Uniformed Service member, recipient of the Medal of Honor, or totally (100 percent) disabled former member. The child must be under the age of 21; or, if 21 or over, incapable of self-support because of a mental or physical incapacity; or under 23, and enrolled in a full-time course of study at an approved institute of higher learning. The surviving child must have been a dependent under definition C1.2.6., above, at the time of the parents death.

C1.2.9. Surviving Dependent Parents. The surviving dependent parents, as defined in subparagraph C1.2.6.5., above, of a deceased Uniformed Service member, retired Uniformed Service member, or recipient of the Medal of Honor, or totally (100 percent) disabled former member. The surviving parents concerned must have been dependents as outlined in paragraph C1.2.6., above, residing in the household maintained by or for an authorized sponsor, and have been granted commissary privileges before the sponsor's death.

C1.2.10. Retired Personnel

C1.2.10.1. All personnel carried on the official retired lists of the Uniformed Services as defined in paragraph C1.2.3., above, who are retired with pay or granted retirement pay for physical disability.

C1.2.10.2. All members of the Reserve components as defined in paragraph C1.2.5., above, retired with pay, or granted retired pay for physical disability.

C1.2.10.3. Retired officers and crews of vessels, light keepers, and depot keepers of the former Lighthouse Service. (See Section 754a, reference (c).)

C1.2.10.4. Retired commissioned officers, ship's officers, and members of the crews of vessels of the Coast and Geodetic Survey. (See Section 868a, reference (c).)

C1.2.10.5. Retired commissioned officers of the Environmental Science Services Administration (currently known as National Oceanic and Atmospheric Administration) (NOAA).

C1.2.11. Agent

C1.2.11.1. A specific named person may be authorized on a temporary basis (not exceeding 1 year unless extended for continuing hardship) by the commanding officer, at the command level designated by the Military Department concerned, to shop for an authorized patron under one of the following conditions:

C1.2.11.1.1. In extreme hardship cases.

C1.2.11.1.2. When no adult dependent member is capable of shopping due to sickness or because of stationing away from his or her household.

C1.2.11.2. Any person chosen by a blinded or other severely disabled eligible patron to accompany and assist the authorized patron in shopping. At the command level, designated by the respective Military Departments, commanding officers may issue letters of authorization containing the following or similar statement:

"(name of patron), the bearer of Uniformed Services Identification and Privilege Card No. _____, is authorized to be accompanied by a person of his or her choice while shopping in a military commissary (and exchange, if applicable)."

The statement should authorize the patron to use any commissary (or exchange). These may be authorized on a permanent basis if the disability is certified as permanent by appropriate military medical authority.

C1.2.11.3. In the case of an official organization or activity, an agent is a representative designated in writing by the person responsible for the organization or activity authorized the commissary entitlement.

C1.2.12. Extended Active Duty. Full-time duty in the Active Military Service of the United States, entered into with the original expectation of serving for an indefinite or stated period of time, other than active duty for training.

C1.2.13. Active Duty. The period in which a Reserve component member is in an active duty status and entitled to basic pay and allowances under Section 204, reference (d), for full-time training or other full-time duty.

C1.2.14. Commissary. Any military retail sales outlet operated under the authority of this Regulation. Separate outlets for purposes of this Regulation are based upon geographic location, i.e., operated under one roof. Each separate operating location shall be considered a commissary regardless of sales volume or

management/accountability structure. This includes outlets on the same installation or a previously designated annex, branch, or satellite store. Individual facilities under the same roof that are structured to operate at the convenience of the customer represent one commissary. Commissaries shall be sited for the convenience of active duty military patrons.

C1.2.15. Overseas. For purposes of this Regulation "Overseas" applies to other than the 50 United States. Puerto Rico and Guam will be considered as "Overseas." The acronym "CONUS" refers to the 48 contiguous States.

C1.2.16. Selected Reserve. For purposes of commissary privileges, a member in good standing of the Reserve (Ready Reserve) who performs a minimum of 12 days of active duty/active duty for training, as defined in paragraph C1.2.13., above, and in accordance with DoD Directive 1215.6 (reference (k)).

C2. CHAPTER 2

AUTHORIZED PATRONS

C2.1. SCOPE OF SECTION

This section lists the individuals, organizations, and activities entitled to commissary privileges, except in foreign countries when prohibited by treaty or other international agreements, and sets forth instructions regarding the identification of authorized patrons.

C2.2. PATRONS

C2.2.1. List of Patrons. Commissary privileges are authorized for the classes of individuals, organizations, and activities specified in paragraphs C2.2.2. through C2.2.20., below. The primary consideration in authorizing commissary privileges to individuals is the compensation status of the member, or in the case of dependents, the sponsor's compensation status. The intent of patronage is to provide an income effect benefit through savings on food and household items necessary to subsist and maintain the household of the military member and family for the inclusive period of compensated duty. The primary consideration in authorizing commissary privileges to organizations or other activities is the compensation status of the beneficiary of the organizational or activity support.

C2.2.2. Uniformed Personnel. This includes all uniformed personnel, as defined in paragraph C1.2.4., above.

C2.2.3. Retired Personnel. This includes all retired personnel, as defined in paragraph C1.2.10., above.

C2.2.4. Fleet Reserve Personnel. This includes enlisted personnel transferred to the Fleet Reserve of the Navy and the Fleet Marine Corps Reserve, after 16 or more years of active service. (These personnel are equivalent to Army and Air Force retired enlisted personnel.)

C2.2.5. Surviving Spouse and Dependents. This pertains to surviving spouse, as defined in paragraph C1.2.7. and the dependents of the following personnel, as defined in paragraphs C1.2.6., C1.2.8., and C1.2.9., above:

C2.2.5.1. Uniformed personnel, as defined in paragraph C1.2.4. who died while on active duty.

C2.2.5.2. Retired personnel as defined in paragraph C1.2.10., above.

C2.2.5.3. Members of the Fleet Reserve and Fleet Marine Corps Reserve.

C2.2.5.4. Members of the Reserve components, as defined in paragraph C1.2.5., above, who died while on or traveling to or from the place at which the member is to perform or has performed active duty, including active duty for training and inactive duty training (regardless of the period of such duty) such as drills. (Section 308, reference (e).)

C2.2.5.5. Personnel of all Reserve components retired with pay under Chapters 67, 367, 571 and 867, reference (f).

C2.2.5.6. Members of the Reserve components who would have been entitled to retired pay at age 60, and who elected to participate in the Survivor Benefit Plan before attaining that age. Privileges become effective on the deceased member's 60th birthday.

C2.2.5.7. Personnel of the emergency officers' retired lists of the Army, the Navy, the Air Force, and the Marine Corps who have been retired under Pub. L. 85-857 (reference (g)).

C2.2.5.8. Officers and crews of vessels, light keepers, and depot keepers of the former Lighthouse Service.

C2.2.5.9. Veterans separated under honorable conditions who are eligible for compensation due to 100 percent (total) service-connected disability, as determined by the Veterans' Administration or one of the Military Services (reference (g)).

C2.2.5.10. Recipients of the Medal of Honor.

C2.2.6. Military Personnel of Foreign Nations. This pertains to officers and enlisted personnel of the military services of foreign nations on active duty, as follows:

C2.2.6.1. When on duty with U.S. Military Services under competent orders issued by the U.S. Army, the U.S. Navy, the U.S. Air Force, or the Marine Corps.

C2.2.6.2. When assigned military attache duties in the United States and designated on reciprocal agreements with the U.S. State Department.

C2.2.6.3. In overseas areas when determined by the major overseas commander or commandant that the granting of such privileges is in the best interest of the United States, and that such persons directly participate in activities or functions of the United States military mission.

C2.2.6.4. Excluded are officers and enlisted personnel of foreign nations, retired, on leave in the United States, or attending United States schools, who are not under orders issued by the U.S. Army, the U.S. Navy, the U.S. Air Force, or the Marine Corps.

C2.2.7. Official Organizations and Activities of the Military Services. This applies to official organizations and other resale activities of the U.S. Military Services (except concessionaires) that are operated for uniformed personnel on active duty. Sales to organizations may be on a charge sales basis with billings payable in cash equivalent at least monthly. Sales to appropriated funded organizations are encouraged when it is economically beneficial to the U.S. Government.

C2.2.8. Non-DoD Government Departments or Agencies in Overseas Areas. In the interest of Federal Government economy, commissary sales to non-DoD Federal Government Departments or Agencies in overseas locations will be authorized according to DoD Directive 4000.19 (reference (g)). This support will be authorized when the support can be furnished without unduly impairing the service to authorized DoD patrons. Sales to the extent warranted will be on a reimburseable basis as discussed in section C4.7. Recurring support requirements shall be formalized in negotiated inter-Department or inter-Agency agreements under the authority of the local commanding officer. Service support agreements shall be coordinated with the appropriate commissary command headquarters to ensure resources are available/programmed prior to final approval. The following categories of support may be authorized:

C2.2.8.1. Organizational Support. Bulk sales to a designated official for use by the Agency or Department.

C2.2.8.2. Individual Support. Individual U.S. employees who were hired in the Continental United States (CONUS) under transportation agreements of a non-DoD Federal Department or Agency and their dependents (as defined in paragraph C1.2.6.) assigned overseas may be authorized to buy in military commissaries. Appropriate identification credentials shall be issued in accordance with DoD Instruction 1000.13 (reference (i)).

C2.2.9. Hospitalized Veterans. This includes veterans discharged under honorable conditions from the U.S. Uniformed Services (as defined in paragraph C1.2.3.) when hospitalized where commissary facilities are available. (This does not include veterans discharged under honorable conditions receiving outpatient treatment.) (See Sections 4621e, 7603, and 9621e, reference (f)).

C2.2.10. Totally Disabled Veterans. This applies to veterans discharged under honorable conditions from the Uniformed Services of the United States who are eligible for compensation due to 100 percent (total) service-connected disability, as determined by the Veterans Administration or one of the Military Services (reference (h)).

C2.2.11. Civilian Employees of the U.S. Government Stationed Outside of the United States. Commissary privileges shall be authorized to all DoD civilian employees (and dependents of their household) who were hired in the CONUS under a transportation agreement for employment in overseas locations, where commissaries are available. Overseas military commanders or Secretaries of Military Departments may extend commissary privileges to civilian employees of other U.S. Government Departments or Agencies through official support agreements. (See paragraph C2.2.8.)

C2.2.12. Civilian Employees of the Military Services Within the United States. Privileges may be extended to civilian employees of the Military Services when specifically authorized by the Secretary of the Department concerned, and when it is impractical for the civilian employee to procure such commissary supplies from civilian agencies without impairing the efficient operations of the installation. Privileges shall not be extended to civilian employees of the Military Services who do not reside within the military installation. Privileges shall not include the purchase of tobacco products in those States, including the District of Columbia, that impose a tax on such products.

C2.2.13. American National Red Cross Personnel

C2.2.13.1. Within the United States. Privileges may be extended to all uniformed and nonuniformed, full-time, paid, professional, and headquarters staff personnel of the Red Cross who are assigned to duty with the Military Services by the Red Cross, and who reside within a military installation in the United States. Paragraph C2.2.12., regarding civilian employees of the Military Services applies.

C2.2.13.2. Outside the United States. Privileges may be extended to all uniformed and non-uniformed, full-time, paid, professional headquarters staff personnel and to uniformed, full-time paid, secretarial and clerical workers of the Red Cross, who

are U.S. citizens and assigned to duty overseas with the Military Services by the Red Cross. Extension of such privileges will be determined by the major overseas commanders or commandants when it is within their capability and without detriment to their ability to fulfill the military mission.

C2.2.14. Retired Civilian Employees of the U.S. Coast Guard. This applies to retired civilian employees of the Coast Guard who, on June 30, 1939, were serving as officers or crew on Lighthouse Service vessels, light keepers, or depot keepers of the former Lighthouse Service, and who, after June 30, 1939, and at the time of retirement, were civilian employees of the Coast Guard serving as lighthouse keepers or on board lightships or other Coast Guard vessels.

C2.2.15. United Service Organization (USO)

C2.2.15.1. When it is within the capability of the major overseas commander or commandant, and without detriment to the ability to fulfill the military mission, commissary privileges may be extended to USO clubs and agencies to purchase subsistence supplies for use in the club snack bars, which support active duty military members and their families.

C2.2.15.2. In overseas areas, privileges may be extended to USO area executives, USO executive directors, and assistant executive directors who are U.S. citizens and assigned duties overseas when it is within the capability of the overseas commanders, and when it is without detriment to their ability to fulfill the military mission.

C2.2.16. United States Non-governmental, Non-military Agencies, and Individuals in Overseas Commands. Commissary store support may be authorized in overseas commands by the Secretary of the Military Department concerned on a reimbursable basis, when such agencies and individuals are serving the U.S. Armed Forces exclusively, and when it has been determined that the granting of the privilege would be in the best interest of the United States, and when failure to grant such privileges would impair the efficient operation of the U.S. military establishment.

C2.2.17. Medal of Honor Recipients. This includes all recipients of the Medal of Honor.

C2.2.18. Dependents. This pertains to all dependents as defined in paragraph C1.2.6. To qualify for commissary patron privileges as a dependent, one must be a member of a household maintained by or for an authorized sponsor. In the case of a divorce, the sponsor's former spouse, and children residing with the sponsor's former

spouse are not considered to be members of an authorized sponsor's household for purposes of commissary privileges, except children who reside with a former spouse meeting the requirements of subparagraph C1.2.6.2., as provided for by Pub. L. 97-252 (reference (a)), or in cases where the former spouse has remarried another authorized military sponsor.

C2.2.19. Orphans. As defined in paragraph C1.2.8.

C2.2.20. Surviving Dependent Parents. As defined in paragraph C1.2.9.

C2.3. IDENTIFICATION OF PATRONS

C2.3.1. Positive Identification Required. Any individual who seeks to make a purchase from a commissary shall be positively identified as an authorized patron **either before entry into the commissary facility or in CONUS, at the point of purchase (at the cash register) at the option of the respective installation or area commander.** The prescribed identification media shall be carefully checked to ensure that each individual is entitled to the privileges he or she seeks.

C2.3.2. Types of Identification Required. **The following methods of identification will be used:**

C2.3.2.1. **For military members in uniform, as defined in paragraph C1.2.4., at the option of the commissary system commander and with the concurrence of the respective installation or area commander, the official military uniform is acceptable means of identifying the wearer as an authorized patron. This only applies to U.S. uniforms as defined in paragraph C1.2.4., and does not include uniforms as defined in paragraph C1.2.4., and does not include uniforms of other nations, ROTC cadets, Boy Scouts, Civil Air Patrol, etc. All commissaries shall perform personal random spot checks of uniformed personnel requiring that 100 percent of customers show an official DD Form 2, "Armed Services Identification Card," during the spot-check period.**

C2.3.2.2. **All other persons not in military uniform shall be identified by an official DD Form 2 or an official DD Form 1173, "Uniformed Services Identification and Privilege Card," in accordance with DoD Instruction 1000.13 (reference (i)). All identification shall bear the signature of the person to whom issued. Reserve personnel not in military uniform and their dependents shall be identified as specified by paragraph C2.3.4., below.**

C2.3.3. Reserve Component - Identification Procedures. Members of the Reserve components, as defined in paragraph C1.2.5., above, are eligible to use military

commissaries by reason of the performance of active duty (as defined by paragraph C1.2.13., above). The benefit may be exercised by the member or the member's authorized dependents (as defined by paragraph C1.2.6., above). The following criteria and/or identification procedures shall be used in administering the benefit.

C2.3.3.1. Selected Reserve. A member of Selected Reserve in good standing, as defined by paragraph C1.2.16., above, shall be issued a DoD Form 2529, "DoD Reserve Component Commissary Privilege Card," (instruction and form are at Appendices 3 and 4 respectively) by the unit administering the Reserve training and/or orders authority. This form shall be controlled by administering units and publication offices. No member shall be issued, nor possess, more than one DD Form 2529 for the same benefit period. A benefit period will not exceed 365 days. The card authorizes the bearer 12 days of discretionary visits during the applicable 365-day period. Prior to gaining entry to a commissary, a Reserve member shall be required to present their Commissary Privilege Card, DD Form 2529 along with valid Reserve identification card (DD Form 2), while an authorized dependent shall be required to present a Commissary Privilege Card along with a valid form of identification containing a picture of the dependent. "If the dependent possesses one of the following Reserve dependent ID cards, the dependent's name is not required to appear on the Commissary Privilege Card as the dependent has been verified in the Defense Enrollment Eligibility Reporting System (DEERS) as the sponsor's eligible dependent. The Reserve dependent ID cards are: Army Reserve and Army National Guard - DA 5431, Air Force Reserve and Air National Guard - AF 447, Navy Reserve - NAVPERS 5512/7, Marine Corps Reserve - NAVMC 11138, DD Form 1173-1 (Guard and Reserve Family Member ID Card), which is replacing the above Reserve dependent ID cards on a phased-in basis. "The commissary entrance control clerk shall date stamp one of the 12 blocks with the current date on the "DD Form 2529, 11 at the time of entry."

C2.3.3.2. Active Duty. Any member of a Reserve component as defined by paragraph C1.2.5., above, who is ordered to active duty as defined in paragraph C1.2.13., above, is authorized to use military commissaries during the inclusive period of the actual active duty. Before entry into the commissary, the Reserve member shall be required to present a copy of the sponsor's active duty orders along with a valid form of identification containing a picture of the dependent. The orders shall contain the name, rank, social security number or Service number of the sponsor; beginning and ending dates of the sponsor's active duty tour; and the name of the individual dependents. If the dependent possesses one of the above Reserve dependent ID cards, the dependent's name is not required to appear on the sponsor's active duty orders as the dependent has been validated in the Defense Enrollment Eligibility Reporting System (DEERS) as the sponsor's eligible dependent.

C2.3.4. Civilian Employees of the U.S. Government Stationed Outside of the United States Identification Procedures. Civilian employees and their dependents authorized privileges at overseas installations under paragraph C2.2.11., shall be identified by an official DD Form 1173, "Uniformed Services Identification and Privileges Card," as provided in subparagraph 5.2.4.11. of reference (i). (Note: reference (i) is being revised to authorize commissary privilege in Puerto Rico as an overseas location.) Civilian employees on official temporary duty (TDY) orders in overseas locations must present a copy of competent official orders indicating specific inclusive dates of official duty at the overseas installation and a certification by local command authority authorizing commissary privileges. Additionally, the TDY employee will present a separate identification credential containing a photograph (such as State driver's license) to validate identify as listed on the orders.

C3. CHAPTER 3

SCOPE OF OPERATIONS

C3.1. AUTHORIZED RESALE ITEMS

C3.1.1. Authorized Stockage Policy. Commissaries are authorized to stock and sell merchandise within the categories listed below. Each Military Service may designate the number of items to be stocked in the commissaries of that Military Service in each category listed below. The assortment of brands of merchandise shall be sufficient to meet the reasonable demands of the commissary patrons and shall ensure equitable competition providing the commissary customer the maximum possible savings (reference (j)).

C3.1.1.1. Grocery, Food

C3.1.1.1.1. Baby foods

C3.1.1.1.2. Bakery foods

C3.1.1.1.3. Baking foods

C3.1.1.1.4. Breakfast foods

C3.1.1.1.5. Candy and gum

C3.1.1.1.6. Canned and dry soup

C3.1.1.1.7. Canned fish

C3.1.1.1.8. Canned fruit

C3.1.1.1.9. Canned juice

C3.1.1.1.10. Canned meat and specially foods

C3.1.1.1.11. Canned vegetables

C3.1.1.1.12. Coffee

C3.1.1.1.13. Cookies and crackers

- C3.1.1.1.14. Desserts and toppings
- C3.1.1.1.15. Diet and low calorie foods
- C3.1.1.1.16. Dressings
- C3.1.1.1.17. Dried fruits
- C3.1.1.1.18. Dried vegetables
- C3.1.1.1.19. Nuts
- C3.1.1.1.20. Pasta products
- C3.1.1.1.21. Pickles and relishes
- C3.1.1.1.22. Olives and vinegar
- C3.1.1.1.23. Sauces
- C3.1.1.1.24. Snacks
- C3.1.1.1.25. Soft drinks and mixes
- C3.1.1.1.26. Spices and extracts
- C3.1.1.1.27. Spreads
- C3.1.1.1.28. Syrups
- C3.1.1.1.29. Tea
- C3.1.1.1.30. Other foods
- C3.1.1.2. Grocery, non-foods
 - C3.1.1.2.1. Charcoal and lighter fluid
 - C3.1.1.2.2. Household supplies and household batteries
 - C3.1.1.2.3. Paper, plastic, and foil products
 - C3.1.1.2.4. Pet foods and supplies

C3.1.1.3. Bakery

C3.1.1.4. Dairy products

C3.1.1.5. Delicatessen

C3.1.1.6. Frozen foods

C3.1.1.7. Health and beauty aids

C3.1.1.8. Limited assortment of women's hosiery

C3.1.1.9. Meat

seafoods C3.1.1.9.1. Fresh and/or processed meats, poultry, fresh water, and

C3.1.1.9.2. Fresh cheeses

C3.1.1.9.3. Smoked meats

C3.1.1.10. Produce

C3.1.1.10.1. Fresh fruits and vegetables

C3.1.1.10.2. Potted plants and associated items

etc.) C3.1.1.10.3. Natural foods (nuts, seeds, dry herbs, fruit juices, dry, fruit,

C3.1.1.10.4. Salad bar

C3.1.1.10.11. Tobacco products

C4. CHAPTER 4

MISSION, OPERATIONAL POLICIES, AND INSTRUCTIONS

C4.1. MISSION

Commissaries, as an institutional economic benefit of Military Service providing non-cash compensation to military personnel, shall sell groceries and authorized household supplies at the lowest practical price. Commissaries shall be operated in facilities and under standards similar to those of commercial food stores, foster and maintain a sense of military community relationship among military personnel and their families, and contribute to a sense of confidence among military personnel that their families are cared for by the military institution when Military Service requires their absence from their families, in peace and war. Additionally, commissaries shall provide a peacetime training environment for food supply logisticians needed in wartime. The intent is to provide this support when a member is in a full compensation status.

C4.2. RESTRICTION ON PURCHASES

Authorized personnel shall not sell or give away commissary purchases to individuals or groups not entitled to commissary privileges. Personnel are prohibited from using commissary purchases to support a private business. These prohibitions do not apply to food served guests in the homes of authorized personnel or to limited and reasonable donation to acceptable charitable organization food drives. Violations of these restrictions shall provide a basis for suspension of commissary privileges or permanent revocation of commissary privileges. In addition, disciplinary action under the Uniform Code of Military Justice, Civil Service, or other pertinent regulations or agreements, should be taken against the individual if the violation(s) warrant such action.

C4.3. AUDITS AND INSPECTIONS

Each Military Department shall prescribe such audits and inspections as required by statute and regulations. In addition, each Military Department may prescribe such other internal audits and inspections as it considers necessary or desirable to manage its commissaries.

C4.4. SUPPORT OF COMMISSARIES

C4.4.1. Statement of Policy. Commissaries shall be operated with funds appropriated by Congress, except when otherwise provided by statute. Those commissary operating costs required by statute to be reimbursed by patrons (paragraph C4.6.2., below) are defined in paragraph C4.4.3., below.

C4.4.2. Personnel. Military (officer and enlisted personnel), Civil Service employees, contract personnel and local national employees in overseas areas, paid from appropriated funds, shall be used to staff and operate commissaries and related administrative and support functions. Each Military Department may establish staffing guidelines and budgeting procedures required to support commissary operations.

C4.4.3. Carry-Out or Bagger Personnel. Individuals authorized military installation access by installation commanders are authorized to petition to enter a commissary store for the specified purpose of performing bagging and carry-out services for authorized commissary patrons. This authorization is contingent upon the bagger signing and complying with a standard licensee agreement as developed and issued by the DoD Commissary Executive Board. Use and adherence to this licensee agreement are necessary because baggers are not and shall not be treated as employees of the Federal Government (Department of Defense). To ensure that baggers are treated as licensees, the statement of understanding will not be changed, amended, or used as a basis for additional regulations or directives.

C4.4.4. Commissary Operating Costs Requiring Reimbursement. Commissary operating costs that are supported by appropriated funds and that, by statute, require reimbursement with funds collected from commissary patrons are below outlined in paragraphs C4.4.5. through C4.4.10., below.

C4.4.5. Transportation. All commercial transportation in the United States to the original place of resale or use, pertaining to commissary merchandise, supplies, and equipment shall be included in the cost of purchase.

C4.4.6. Supplies. All supplies required for the day-to-day operation of commissaries and store-level offices dedicated to supporting commissary operations shall be paid for by direct citation of or reimbursed from surcharge funds collected from commissary patrons.

C4.4.7. Purchase and Maintenance of Equipment. Equipment used in commissary store, and store-level offices dedicated to direct support of store operations including automated data processing equipment to include installation, and contract cost of

commercial or Government maintenance (includes preventive maintenance and repair) shall be paid by direct citation of or reimbursed from surcharge funds collected from commissary patrons.

C4.4.8. Utilities. The cost of electricity, heat, steam, water, ice, oil, gas, coal, compressed air, air-conditioning, refrigeration, and telephone for commissaries and store-level offices dedicated to commissary operations in the 48 contiguous United States shall be paid by direct citation, or reimbursed from surcharge funds collected from commissary patrons. Utilities should be metered at the point of service to the commissary. However, in the absence of meters, estimates may be used. Such estimates will be based on the contract cost of utilities and prorated according to the size of the commissary. Estimates may be determined at Military Department level or at the installation level.

C4.4.9. Shrinkage, Spoilage, and Pilferage. The actual or estimated losses due to shrinkage, spoilage, and pilferage shall be reimbursed with funds collected from commissary store patrons.

C4.4.10. Facility Construction Costs. The Secretary of Defense may provide for a surcharge on the sales prices of merchandise sold in commissaries to generate funds for construction. The proceeds from surcharges may be used to acquire, construct, convert, expand, install equipment, or otherwise improve commissary facilities at defense installations as provided in section 2685, reference (f), and for related environmental evaluation and construction costs, including surveys, administration, overhead, planning, and design.

C4.4.11. Coupon Handling Fees. Costs incurred in connection with obtaining face value of coupons shall be reimbursed by all fees or monies received for handling or processing such coupons.

C4.4.12. Commissary Operating Costs Not Requiring Reimbursement. Commissary operating costs that shall be paid by appropriated funds and that do not require reimbursement from funds collected from commissary patrons apply to paragraphs C4.4.5. through C4.4.10., above.

C4.4.13. Transportation. This pertains to all transportation costs of commissary merchandise, supplies, and equipment outside the United States.

C4.4.14. Services. This includes common services, separately identified and reported (to the extent possible), such as garbage and trash removal; sewage disposal; police and fire protection; insect control; medical inspection; road, sidewalk, and

grounds maintenance; snow removal; procurement; financial accounting; merchandise handling; supply and financial administration; computer operation and maintenance; legal services; and other administrative and personnel support functions performed relative to the commissary operations.

C4.4.15. Major Losses. This applies to major losses of inventory, facilities, equipment, or supplies due to fire, theft (other than pilferage), explosion, power failure, storms, uncollectable checks, theft of funds, enemy actions, or acts of God.

C4.4.16. Construction Costs. Appropriated funds may be used for all commissary facility construction and associated equipment related to the establishment, activation, or expansion of a military installation; relocation of facilities for the convenience of the Government; replacement of facilities denied by country-to-country agreements; restoration of facilities destroyed by acts of God, fire, or terrorism; and to correct safety deficiencies. Additionally, appropriated funds shall be used to clear construction sites when resiting a replacement or new mission commissary at the convenience of the Government.

C4.4.17. Utilities. Utility costs as defined in paragraph C4.4.8. outside the 48 contiguous States shall be paid by appropriated funds.

C4.5. SALES

C4.5.1. Cash and Credit Sales. All purchases by individual commissary patrons shall be made in cash (or other medium redeemable as cash, i.e., personal checks or discount coupons). Sales to organizations and resale activities of the U.S. Military Services or other authorized agencies may be on a charge sales basis with accounts payable at least monthly as determined by the Secretary of the Military Department concerned. Reimbursements for sales to non-DoD Federal Departments or Agencies (paragraph C2.2.8.) shall be accessed as follows:

C4.5.1.1. Organizational Sales. These charges shall be based upon the types of costs incurred to provide the support and outlined in the support agreement. These charges shall include the cost of the merchandise, the five percent surcharge, and the appropriate accessorial charge. Accessorial charges will be credited to appropriated operational and maintenance (O&M) funds (reference(j)).

C4.5.1.2. Individual Sales. The authorized individuals will be charged and pay in cash (as any patron) the cost of the merchandise and the five percent surcharge at the cash register. Support agreements negotiated with organizations outside the Department of Defense to permit individual sales shall include charges for estimated

accessorial costs on an annual basis. If the volume of individual sales related to an agreement is not significant, a local commander may determine that it is not appropriate to assess accessorial costs.

C4.6. PRICING INSTRUCTIONS

C4.6.1. Statement of Policy. Merchandise available for resale through the commissary shall be sold at prices to recoup actual cost to include transportation costs in the 50 United States. When the unit cost for an individual item computes to a fraction of a cent, the sales price shall be rounded to the next whole cent. Specific items that involve processing losses within the commissary such as fresh meats or produce shall be priced to recoup the total actual invoice cost. Adjustments shall be made to sales prices of specific line items for vendor credits/reimbursement on those specific line items for special promotional sales, etc. Additionally, the commissary officer may reduce the price on damaged or outdated items to minimize or preclude loss to the Government (see section C4.9.) following inspection by food inspection technicians. Because the military commissary system is operated as an element of the military pay and benefits package to offer non-pay compensation, it is desirable that each of the Military Service systems offer a comparable and relatively Commissary Executive Board will define and continuously review a single, uniform pricing method to be used by each of the military commissary systems. To optimize the compensation value of the commissary benefits, procurement practices shall promote the lowest possible pricing. The flat rate surcharge prescribed in paragraph C4.6.2. will be assessed at the cash register/point of purchase on the total patron cost of all purchased items (reference (j)).

C4.6.2. Establishment of Surcharge. The Secretary of Defense has prescribed the surcharge of five percent to be assessed for all merchandise sold through commissaries. The surcharge revenues shall be used to fund those operating costs requiring reimbursements as prescribed in paragraph C4.4.4. Surcharge funds shall be accounted for as "Commissary Trust Revolving Funds" and shall not be merged with stock funds or other appropriated funds in the accounting records.

C4.6.3. Pricing Surveys

C4.6.3.1. The Chairman of the DoD Commissary Executive Board (see Chapter 6) shall direct an independent review to compare commercial and commissary prices on a recurring basis (at least once every 3 years). This market basket survey will be conducted by a private sector firm and administered by one of the respective Military Departments on a rotating basis. The review shall compare the prices in at least ten

percent of each Service's commissaries (CONUS) with private sector supermarkets in the respective local area. At least 10 percent of overseas stores located in the European and Pacific theaters shall be identified separately and prices shall be compared with a CONUS commissary of the same service near the Atlantic and Pacific Coasts, respectively. It is desired that overseas stores offer comparable savings to U.S. stores.

C4.6.3.2. For purposes of this review, market basket comparisons shall consider only identical items by brand and size. Sales price comparisons shall be reported based upon total customer price, i.e., after consideration of appropriate commissary surcharge and local/state sales taxes in the private sector. Prior to the initiation of the actual survey, statements of work (procedures of test) shall be provided to each Service commissary command, Office of the Assistant Secretary of Defense (Force Management and Personnel), and representatives of the private sector grocery industry for comment. The survey shall be structured to report total market basket cost and average savings by dollar and percentage in each of the following categories:

C4.6.3.2.1. Grocery food items.

C4.6.3.2.2. Grocery non-food items.

C4.6.3.2.3. Meat.

C4.6.3.2.4. Produce.

C4.6.3.2.5. Dairy.

C4.6.3.2.6. Health and beauty aids.

C4.6.3.2.7. Total savings (entire market basket, exclusive of tobacco products).

C4.6.3.2.8. Tobacco products.

C4.7. OFFSHORE ACQUISITION

To the extent that American produced items can be reliably delivered while fresh, and consistent with customer brand name preference, commissaries shall stock U.S. products. Some products with short-shelf lives such as fresh meat, fresh dairy products, fresh bakery, non-hardy fruits and vegetables, and fresh deli items are impractical to ship from the CONUS to overseas commissaries, and are appropriately procured from offshore sources. Offshore-procured speciality items or indigenous-unique items,

falling within authorized product categories, for which no comparable U.S. products are available, may be carried within reasonable limits. Uniqueness may be derived from the item itself or its packaging. However, direct competition with identical U.S. commodities will be avoided. Decisions to stock speciality items acquired offshore shall be strictly controlled and reviewed at the commissary service headquarters command level. Annually, the DoD Commissary Executive Board shall establish a line-item limitation for offshore acquired items authorized to be stocked in overseas commissaries. Subsequently, this limit shall be reviewed with the appropriate congressional committees exercising oversight of commissary operations.

C4.8. ADVERTISING

C4.8.1. Statement of Policy. Any advertising of sales and savings to commissary shoppers shall be restricted to posters and handouts within the commissary store and other on-base locations. Appropriated funds shall not be used to fund any form of direct commissary advertising (except as discussed in subparagraph C4.8.1.3., below). The policy and key elements are as follows:

C4.8.1.1. The intent of DoD policy is to inform the patron of the commissary benefit and not to advertise per se. Any information provided to the patron shall be aimed at maximizing the value of the benefit and not to compete with civilian supermarkets.

C4.8.1.2. Under no circumstances shall sales price be used in any handout material that can be removed from the store. The use of price denotes a perception of competition and can be construed as "loss leaders" to attract patrons. Prices may be used on point of sale material affixed to the shelf and that cannot be carried out of the store by the patron because it provides information to the patron. Fliers may inform on cents off or percent off but shall not mention actual price.

C4.8.1.3. Fliers specifically addressing commissary sales items shall not be mailed to patrons. This restriction does not apply to authorized mailings, purely of informational nature at no cost to the commissary system. For example, comments that the commissary system saves the member an average dollar or percentage amount on the grocery bill reflected on leave and earnings statements or recruiting brochures listing military benefits is permissible.

C4.9. DONATIONS

At the direction of the Secretary of the Military Department concerned, commissaries may donate unmarketable, unsaleable, but edible food to a non-profit, charitable entity as specified by the Secretary of Defense in coordination with the Secretary of Health and Human Services. In-house organized, charitable organizations designed to help needy military families/members such as the Army Community Services food lockers have first priority in accepting donations. Food that may be donated under this provision must be certified as edible by appropriate food inspection technicians. Only food that would otherwise be destroyed as unmarketable shall be considered for donation. These donations will be held at the commissary pending pick-up by the authorized food bank/services organization. The total quantities of food donated through the Government-owned program should be accounted for and reported quarterly to the respective commissary service headquarters. Additionally, commissaries are authorized to hold (pending pick-up by the specified food bank) any unmarketable, but edible food for which a vendor has credited the commissary account or demonstration samples for which the vendor has authorized the donation of these products. The commissary shall facilitate vendor donations in the same fashion as authorized for Government donations. The commissary is not authorized to perform any service, such as transportation, in connection with the donation of Government-owned or vendor owned property beyond that as specified in this section (references (e), section 1460 and (f), section 2685).

C4.10. CAUSE MARKETING

C4.10.1. Statement of Policy. A recent trend in the grocery industry involves a manufacturer or seller of a product advertising that a certain amount of money will be donated to a specific charity based upon unit sales of the product. This promotional approach occurs both in the private sector and in the military commissaries; however, since the commissary is an appropriated funded activity and a Government entity, it would be inappropriate for commissary officials to be directly involved with the endorsement or selection of the specific charity involved. In keeping with the commissary mission of providing the lowest possible prices, commissary officials may authorize a supplier to promote a particular charity with point of sale materials when it is considered in good taste and appropriate. The acceptance of any specific promotion of commissary officials shall be based on the "save criteria" used to accept any promotion. For example, if a 15 percent price reduction is required for an end-cap

display, this applies to a cause-marketed product as well. Commissary officials shall not under any circumstances play any role in designating or naming a specific charity to be promoted.

C5. CHAPTER 5

ESTABLISHMENT, CONTINUANCE, AND DISESTABLISHMENT OF COMMISSARIES

C5.1. POLICY

C5.1.1. General Policy. The establishment of commissaries shall be authorized in accordance with the criteria in this section. The establishment/disestablishment of commissaries in the United States shall be approved by the ASD(FM&P). In overseas locations the Secretary of the respective Military Department shall advise the ASD(FM&P) at least 60 days prior to any obligation of funds to establish/disestablish a commissary. Additionally any overseas request shall consider the provisions of any basing or status of forces agreements. The Military Department shall reexamine, and certify the continued need for operation of each military commissary to the ASD(FM&P) on an annual basis. (See paragraph C5.1.4., below.)

C5.1.2. Justification for Establishing Commissaries. The Department of Defense operates commissaries as an integral element of the military pay and benefits system and as an institutional element to foster the sense of community among military personnel and their families. They are a proven, efficient method of compensating military personnel. The savings offered by well-managed commissaries provide significant non-cash benefit to military personnel at lower cost than cash pay equivalents. Additionally, commissary benefits foster a community identity and instill essential confidence among military personnel that the military institution is caring for the well being of their families when military duties require their absence. These functions of the commissary are necessary to willing acceptance of the demands of military duty and to military readiness. For these purposes, the Military Departments may request authority to establish commissaries on military installations performing active duty missions. Approval for establishment, continuation and disestablishment shall consider the following criteria:

C5.1.3. Establishment of New Commissaries. When requesting approval of new commissaries, including all operating locations, the Secretary of each Military Department shall provide the following information, in narrative form, to the ASD(FM&P).

C5.1.3.1. Installation strength.

C5.1.3.2. Whether the installation previously had a commissary store, and if so, reasons for closing.

C5.1.3.3. Whether an existing building will be used.

C5.1.3.4. Manpower requirements for operating the store.

C5.1.3.5. Total capital outlay necessary for equipment.

C5.1.3.6. Projected dollar sales per month.

C5.1.3.7. Facility requirements size and cost, to include source of funding.

C5.1.3.8. Whether any other commissary is available within a 30 minute (one way) travel time.

C5.1.3.9. Number of families who are or will be stationed on the installation.

C5.1.3.10. Number of potential patrons of the store.

C5.1.4. Continuation of Commissaries. Subsequent to the reexamination referred to in paragraph C5.1.1., the Secretary of each Military Department shall forward to the ASD(FM&P) a listing (by State and country) of the location of all commissaries to be operated during the upcoming Fiscal Year, before January 1 of the current Fiscal Year. (See paragraph C1.2.14., above.) This annual listing of U.S. and overseas commissaries shall be provided to the Department of Defense to ensure that a current listing of operational activities is adequately maintained and recorded. The report shall also provide the following information for each store operated the preceding fiscal year the average monthly retail sales; monthly sales per workyear; monthly sales per square foot of commissary sales area; annual sales per appropriated (operations and maintenance and military personnel) dollar spent for that store; and annual surcharge revenues. Total fiscal year operating costs will be reported in three categories: appropriated direct costs, appropriated indirect costs, and surcharge revenues. Recognizing that it is difficult to isolate indirect cost on a store by store basis, appropriated indirect costs will be an estimate for the aggregate service commissary system. It is not necessary to report indirect costs for each store. Total annual sales will be reported. Troop issue sales shall not be included in retail sales. This information will be based upon the fiscal year ending September 30, prior to the date of the report. The instructions and format shown in Appendices 1 and 2, respectively, shall be used for the report. Reports Control Symbol DD-FM&P(A)1187 is assigned these reports. The report shall be entitled the "DoD Commissary Operations Report."

C5.1.5. Disestablishment of Commissaries. When any of the following criteria is met a commissary shall be considered for disestablishment. If there are overriding circumstances that warrant continued operation such as remote active duty mission location, the Military Department shall provide specific justification to the ASD(FM&P) for continued operation. These criteria will not be construed as hard and fast rules, and the needs and welfare of the military community will be given primary consideration.

C5.1.5.1. The installation no longer has an active duty mission.

C5.1.5.2. Less than 100 active duty personnel are assigned.

C5.1.5.3. When the total number of DoD commissaries operated in the 48 contiguous States is programmed to exceed the number authorized by Act of Congress the DoD Commissary Executive Board will make appropriate recommendations to the respective Military Department and the ASD(FM&P).

C5.1.5.4. When there is another commissary of any Service within a 30-minute travel time, a cost analysis will be conducted by the Military Service having the predominant number of active duty personnel assigned considering the cost effectiveness and potential quality of service that would be provided by an Executive Agency operation by a single Service. The results of this cost analysis should be considered by the DoD Commissary Executive Board on a recurring basis when warranted.

C6. CHAPTER 6

DEPARTMENT OF DEFENSE COMMISSARY EXECUTIVE BOARD

C6.1. GENERAL POLICY

The DoD Commissary Executive Board is a permanent board, responsible to the Secretary of Defense through the ASD(FM&P) for recommending broad policy guidance, including proposing goals for the Military Departments in the operation of their respective commissary systems.

C6.2. MEMBERSHIP

C6.2.1. Composition. The DoD Commissary Executive Board is composed of the following members:

C6.2.1.1. Deputy Assistant Secretary of Defense (Military Manpower and Personnel Policy), OASD(FM&P) -- Chairperson of the Executive Board.

C6.2.1.2. Deputy Assistant Secretary of Defense (Installations), OASD(A&L).

C6.2.1.3. Deputy Assistant Secretary of Defense (Management Systems), OASD(C).

C6.2.1.4. Commander, U.S. Army Troop Support Agency.

C6.2.1.5. Commander, Navy Resale and Services Support Office.

C6.2.1.6. Commander, Air Force Commissary Service.

C6.2.1.7. Director, Facilities and Services Division, Headquarters, United States Marine Corps.

C6.2.1.8. Commander, Defense Personnel Support Center.

C6.2.1.9. Comptroller, United States Coast, Guard (protempore member).

C6.2.2. Permanent Alternates. Each member may designate a permanent alternate to act for him or her when absent. These alternates shall be designated in a letter to the Chairperson of the Board. Temporary alternates may not be designated.

C6.2.3. Military Resale Board. When considering issues of impact to both commissaries and exchanges, the systems to participate. At these times, the board will be referred to as the DoD Resale Executive Board.

C6.3. BOARD CHARTER

C6.3.1. Functions. The board shall perform the following functions regarding the Military Services commissary systems:

C6.3.1.1. Recommend broad policy and goals for coordination with the Military Departments and for consideration/approval by the ASD(FM&P). Representatives of the Military Services are responsible for coordination of recommendations through the respective Military Departments prior to final submission to the ASD(FM&P) for approval/consideration.

C6.3.1.2. Review the commissary systems performance.

C6.3.1.3. Review and recommend courses of actions in response to major recommendations made by outside Agencies that pertain to all Military Services' commissary systems.

C6.3.1.4. Direct the study of interservice related items affecting commissaries through an ad hoc committee comprised of representatives appointed by the members of the Executive Board.

C6.3.1.5. Other functions as required.

C6.4. MEETINGS AND PROCEDURES

C6.4.1. Meetings. Meetings shall be held quarterly or as directed by the Chairperson. Travel and per diem expenses associated with board meetings will be funded the respective offices or Military Services to which the participating personnel are assigned.

C6.4.2. Quorum. The quorum required to conduct board business shall be five members including permanent alternates. The quorum must consist of at least two members representing the Military Commissary Services.

C6.4.3. Executive Board Secretariat. The Assistant Director of Personnel Administration and Services Commissary), Office of the Deputy Assistant Secretary of

Defense (Military Manpower and Personnel Policy) OASD(FM&P), serves as recorder for the Executive Board. The recorder performs the following functions:

- C6.4.3.1. Prepares and disseminates agendas and minutes for board meetings.
- C6.4.3.2. Processes board recommendations as required.
- C6.4.3.3. Processes out-of-session actions required by the board.
- C6.4.3.4. Chairs ad hoc group meetings as directed by the chairperson.
- C6.4.3.5. Performs other duties as required by the chairperson.

AP1. APPENDIX 1INSTRUCTIONS FOR COMPLETING "DoD COMMISSARY OPERATIONS REPORT"
RCS REPORT DD-FM&P(A)1187

The following the refers to appropriate column or heading as shown on the sample format in Appendix 2.

<u>Item</u>	<u>Instructions</u>
1. Service	Army, Navy, Marine Corps, and Air Force, as appropriate
2. Fiscal Year	As appropriate for the fiscal year beginning 1 October prior to date of the report. All stores to be operated in the upcoming fiscal year will be listed. Sales and cost data will be reported for the fiscal year ending September 30 prior to the date of the report.
Section A:	
3. State/country	Enter complete name of State or country of each store.
4. Store	Enter installation and name (as appropriate) of every store as defined by ASCR paragraph C1.2.14. See above instructions for fiscal year.
5. Ave. Monthly Sales (\$)	Average monthly total dollar sales for each respective store for resale operations experienced during the reported fiscal year (does not include sales from troop issue accounts). Sales should NOT include appropriate surcharge revenues.
6. Sales per work Year (\$) (per month)	Enter total commissary dollar sales per month for each specific store divided by the total full-time equivalent work-years used (military, civil service, or contract) for a 1 month period. This does not include consideration of vendor stockers or licensed bagger personnel. Sales used in this comparison shall include appropriate surcharge revenues.
7. Sale per square foot (\$) (per month) (Annual)	Enter the total annual dollar commissary sales for the reported year for each respective store divided by the gross square feet of the total resale store area. Sales used in this comparison shall include appropriate surcharge revenues.
8. Sales per Appropriated Dollar (Annual) (\$)	Enter the total annual dollar commissary sales for this specific store for the reported year divided by the direct appropriated dollars expensed (budgeted) for 1 year. Sales used in this comparison shall include appropriate surcharge revenues.
9. Surcharge Revenue (\$) (Annual)	Enter the revenues generated from the 5% surcharge on sales in dollars for the reported year for each respective store.

<u>Item</u>	<u>Instructions</u>
Section B:	
10. Fiscal Year Heading	List the following information as appropriate for each Fiscal Year. a. Preceding-fiscal year ending 30 September prior to report date. b. Current-fiscal year beginning 1 October prior to report date. c. Projected-fiscal year beginning 1 October following report date.
11. Subtotal Stores (48 contiguous States)	Enter the total number of stores operated by this Service in the 48 contiguous States.
12. Subtotal Stores (Alaska & Hawaii)	Enter the total number of stores operated by this Service in Hawaii and Alaska.
13. Subtotal Stores (Overseas)	Enter the total number of stores operated by this Service outside the 50 United States.
Section C:	
14. Total Annual Appropriated Funds(ing)	Enter the cost data for the fiscal year ending 30 September prior to the report date.
a. Direct (Funds(ing))	Enter the total appropriated dollars for the reported year expensed (budgeted) for direct worldwide commissary operations, (including overseas transportation by this Service). Indicate separate costs for (a) CONUS, (b) Alaska and Hawaii, and (c) overseas.
b. Indirect (Funds(ing))	Enter the total appropriated dollars (estimated) which were expensed (budgeted) in support of commissary operations, but are not reported as direct commissary costs, for the reported year. For example, accounting and finance costs such as bill paying or computer support may be indirect appropriated costs. Separate costs by (a) CONUS, (b) Alaska and Hawaii, and (c) overseas operations. The reported costs will be an estimate for the aggregate Service commissary system and not reported for each store. Also, the report will include a listing of major categories of costs considered in the indirect cost numbers.
15. Total Annual Surcharge Revenue	Enter the annual dollar amount of revenue from the 5% surcharge for worldwide sales for this Service. Separate costs by: (a) CONUS, (b) Alaska and Hawaii, and (c) overseas operations.
16. Total Annual Commissary Overhead	Enter the aggregate total dollars of total Annual Appropriated Costs (Direct and Indirect) and Total annual Surcharge Revenues. Indicate separate costs for: (a) CONUS, (b) Alaska and Hawaii, and (c) overseas operations.

<u>Item</u>	<u>Instructions</u>
17. Total Annual Commissary Sales	Enter the total annual commissary dollar resales, including the 5% surcharge revenues for this Service for the reported year. Indicate separate sales for: (a) CONUS, (b) Alaska and Hawaii, and (c) overseas operations.
18. Percent Overhead to Sales Ratio	Enter the total annual sales, including surcharge 4(a) for CONUS, 4(b) for Alaska and Hawaii, and 4(c) for overseas) divided by Total Annual Commissary Overhead (3(a) for CONUS and 3(b) for Alaska and Hawaii, 3(c) for overseas) expressed as a percentage. Separate data by: (a) CONUS, (b) Alaska and Hawaii, and (c) overseas operations.

AP2. APPENDIX 2DoD COMMISSARY OPERATIONS REPORT RCS REPORTDD-FM&P(A)1187SERVICE:FISCAL YEAR:Section A

State/Country	Store	Average Monthly Sales (\$)	Sales per Work Year (\$) (per month)	Sales per square foot (\$) (per month) (Annual)	Sales per Appropriated Dollar (Annual) (\$)	Surcharge Revenue (\$) (Annual)
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(List Data on each commissary)

Section B

	<u>FY (Preceding)</u>	<u>FY (Current)</u> <u>(Number)</u>	<u>FY (Projected)</u>
Subtotal stores (48 contiguous states)			
Subtotal stores (Alaska & Hawaii)			

Subtotal stores (overseas)

<u>Section C</u>	(a) CONUS	(b) Alaska & Hawaii	(c) Overseas Operations
1. Total Annual Appropriated Costs			
Direct Funds(ing)	(\$)	(\$)	
Funding	(\$)	(\$)	
2. Total Annual Surcharge Revenue	(\$)	(\$)	
3. Total Annual Commissary Overhead	(\$)	(\$)	
4. Total Annual Commissary Sales (Includes Surcharge)	(\$)	(\$)	
5. Percent Overhead to Sales Ratio	%	%	

AP3. APPENDIX 3

U.S. ARMED FORCES COMMISSARY PRIVILEGE CARD BASIC INSTRUCTIONS

AP3.1.1. The commissary privilege card is a preprinted form, front and back, that is produced on continuous form cardstock. The cards may be processed either on an automated data systems printer or on a standard typewriter. Each card is perforated to facilitate removal and mailing.

AP3.1.2. Each card consists of the following three parts:

AP3.1.2.1. A control number/name portion to be detached and retained by the issuing activity as a control record. (See paragraph AP3.1.4., below.)

AP3.1.2.2. A mailer portion to display the individual's name and address through a number window envelope.

AP3.1.2.3. The Privilege Card portion that can be detached from the mailer and used by the member/dependent to gain entry to military commissaries. The three-part card is approximately 4-inches high by 8 1/2-inches wide.

AP3.1.3. Each card has a unique control number printed in three vertical sections on the rear. One control number is directly on the rear of the privilege card portion, and duplicate numbers appear on the mailer and control record portions. These control numbers will be used to regulate issue of the cards as well as to certify eligibility for a replacement card because of loss, theft, etc.

AP3.1.4. The control numbers will be used to regulate general issue of cards, and to associate a specific control number with a specific individual Reservist for record-keeping purposes. For example, if card sequence 001 through 100 were issued to a unit, the unit would be responsible for maintaining a listing of the individual receiving each card issued, as well as voided cards, and unissued cards (verified by the commander). Consequently, during a card audit, the number of cards issued, plus the number of voided cards, plus the number of cards remaining, must equal 100. The unit would be required to record the fact that card 001 was issued to Captain John Jones. The control record portion of the privilege card will be detached and retained by the issuing activity to accomplish the audit trail discussed above.

AP3.1.5. Initial and replacement Commissary Privilege Cards will be issued on a calendar year basis. When members join a unit subsequent to the start of a calendar year, the issuing unit will void the number of entry authorizations corresponding to the number of months the individual was not a participating member during the calendar year. Conversely, when members leave a unit prior to the end of a calendar year, the issuing unit will collect the card and void the number of entry authorizations corresponding to the number of months the individual will not be a participating member for the remainder of the calendar year.

AP3.1.6. Eligibility for the card will be based on a Reservist's current status and requirement to perform active duty. Consequently, the card may be issued to a member of the Selected Reserve, as defined by paragraph C1.2.16. It is the responsibility of the respective Service to uphold eligibility and/or participation standards.

AP3.1.7. No input is required on the back of the card at time of issue. Commissary officials shall date stamp the current date in one of the twelve blocks on the card prior to authorizing entry to the commissary.

AP3.1.8. The Department of Defense shall design the master DoD forms and issue masters to the publication office in each respective Military Department for subsequent distribution through designated publication issue points.

AP3.1.9. Validation of Dependents

AP3.1.9.1. When issuing the Commissary Privilege Card, the issuing authority or verifying official will validate the dependent-to-sponsor relationship and sign the card in the signature block.

AP3.1.9.2. If the dependent possesses one of the following Reserve dependent ID cards, the dependent's name is not required to appear on the Commissary Privilege card as the dependent has been verified by the Defense Enrollment Eligibility Reporting System (DEERS) as the sponsor's eligible dependent. The Reserve dependent ID cards are: Army Reserve and Army National Guard, DA 5431; Air Force Reserve and Air National Guard, AF 447; Navy Reserve, NAVPERS 5512/7; Marine Corps Reserve, NAVMC 11138; or DD Form 1173-1 (Department of Defense Guard and Reserve Family Member ID card), which is replacing the above Reserve dependent ID cards on a phased-in basis.

AP3.1.9.3. If the dependent does not possess one of the above reserve dependent ID cards, the dependents name must appear on the Commissary Privilege Card and the dependent must show a valid form of identification containing a picture of the dependent.

AP4. APPENDIX 4

SAMPLE OF DD FORM 2529,
"U.S. ARMED FORCES COMMISSARY PRIVILEGE CARD"

Sample DD Form 2529 (Front Side)

#		#	THIS CARD IS THE PROPERTY OF THE U.S. GOVERNMENT. ITS COUNTERFEITING, ALTERATION, OR MISUSE VIOLATES 10 USC 499, 506, AND 701, AND WILL MAKE OFFENDERS LIABLE TO A HEAVY PENALTY. DD Form 2529 Reverse, NOV 88	#	RETAIN THIS SECTION FOR YOUR RECORDS.																
			<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																		

Sample DD Form 2529 (Reverse Side)

Detach the CPC on the right side of this form and follow the enclosed instructions. Keep this part of the form as the reverse contains the unique number that has been assigned to your card. <div style="border: 1px solid black; width: 150px; height: 50px; margin: 10px auto;"></div>	U.S. ARMED FORCES COMMISSARY PRIVILEGE CARD		ISSUED TO:
	NAME (Last, First, Middle Initial)		NAME
	SSN	GRADE	SSN
	ISSUING UNIT		<div style="border: 1px solid black; width: 100px; height: 100px; margin: 10px auto;"></div>
	PRIMARY DEPENDENT		
	ADDITIONAL DEPENDENTS		
	SIGNATURE		EXPIRES (YYMMDD)
DD Form 2529, NOV 88		UNIT RECORD	